

Basic PR Information Requirements

| HEADER | |
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| HEADER FIELD | DATA |
| PR Document Type | One per PR document (NASA PR, NASA Qual Sensitive PR (R&D Services), NASA Hazardous, NASA IT PR, NASA Construct A/E PR) |
| Header Note | <ul style="list-style-type: none"> Description of PR for identification. May include contractor name, work description, NASA program being supported, etc. Reference contract numbers that pertain to this PR both NASA and non-NASA contracts (i.e., GSA) Note indicating type of attachment(s) accompanying the PR <ul style="list-style-type: none"> –Purchase Request Supplement (DFRC 430) –Quality Attachments (by Code SQ) –Statement of Work (SOW) –Justification for Other Than Full & Open Competition* (JOFOC) (PR over \$100K) –Sole Source Justification Memo* (PR from \$10,001 to \$100K) –Government Furnished Property (GFP) Note describing any changes made to the requisition after the requisition has been saved and fully approved <p>*-Guidance in DOP-A-005.</p> |

| ITEM OVERVIEW | |
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| PLI FIELD | DATA |
| Account Assignment | One per line item (K=Cost Center, P=Project, Y=Reimbursable, N=Network, U=Unknown) |
| Item Category | One per line item (Z=Supplies or D=Services). For shipping/freight charges, select item category “D”. |
| Material Group | One per line item (Federal Supply Classification or Product Service Code selected from a drop down list) |
| Short Text | Brief Item Description (44 characters max) |
| Quantity | Quantity to be ordered |
| Unit of Measure | One per line item. Unit of Measure selected from a drop down list or the abbreviation may be entered manually |
| Del Date | Estimated Delivery Date entered for each line item on the PR |
| Agreement | Reference Outline Agreement document (IDIQ/BOA/BPA) and the Item Number. |
| Requisitioner | Requester’s two-letter org. code entered for each line item or set up to default by requester. <u>Must be the same for all PLIs.</u> |
| Plant | DFRC entered for each line item or set up to default |
| Storage Location | DFRC entered for each line item |
| Purchase Organization | DFRC entered for each line item or set up to default. For cooperative agreements, grants and Agency contracts, enter “NASA” for the Purchasing Organization. |
| Purchasing Group | Appropriate Buyer Code for the Procurement Branch handling this Procurement is DA1. |

| ITEM DETAILS | | |
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| TAB | ALI FIELD | DATA |
| NASA Data | Estimated Price | Estimated price (per price unit) for each line item on the PR |
| Limits Used for service items with single account assignment | Expected Value | Estimated cost of services to be performed entered for all service type line items. The estimated cost entered in the Expected Value and Overall Limit fields <u>must</u> be identical. This field does not apply to supply type purchases. |
| | Overall Limit | Estimated cost of services to be performed entered for all service type line items. The estimated cost entered in the Expected Value and Overall Limit fields <u>must</u> be identical. This field does not apply to supply type purchases. |

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| Service Used for service items with multiple account assignments | Short Text | Brief Item Description |
| | Quantity | You MUST enter the committed dollars for this line here. You MUST dollarize the quantity on the services tab by entering only dollars in the Qty field and entering gross Price of \$1.00. |
| | UOM | Unit of Measure i.e., Job, Each, etc. |
| | Gross Price | This will always be \$1.00 |
| Valuation Used for Supply Items | Valuation Price | Unit Price of supply type items to be purchased. Entered for each line item. This field does not apply for service type purchases. |
| Account Assignment All Financial Classification Structure (FCS) elements in a line item being posted for a business transaction (e.g., SGL/customer account, amount, posting key, fund, funds center, Project WBS element, Cost Center & internal orders) | Quantity/Percent | For services, the distribution indicator will be defaulted to distribution by percentage; however, distribution can still be entered either by quantity or by percent. When using the services tab, you will enter one account assignment line per service sub line item entered; therefore, your quantity percentage will always be 100% or your quantity entered on the account assignment page will always be equal to the quantity entered on the services tab for that service sub line item. For supplies, if multiple account assignments, select the applicable distribution either distribution by percentage or distribution by quantity. |
| | Cost Center | Lowest level in the Standard Hierarchy used to capture information by performing organization, or carrier account/cost pool. |
| | Internal Order | An internal cost collector in SAP used to capture cost by function code. |
| | Fund | Comprise funds provided by sponsors for a specified purpose. A combination of appropriation, fund source, program year and type of funds (e.g., HSF542002R). The Fund Master record is a ten-digit character and contains the abbreviation for appropriation (digits 1-3), Fund source (digits 4-5), program year (digit 6-9), and Fund type (digit 10). [HSF-Human Space Flight, SAT-Science, Aeronautics and Technology] |
| | WBS Element | 24-UPN-SYS-SS <i>Project Account Assignments Only</i> Project structure built in a multi-hierarchy outline and adheres to the AWCS reporting structure and/or lower. Its elements describe specific tasks or actions to be carried out in the project. WBS's are tied to funds centers through SAP derivation rules. For example, for NASA: Direct 23-376-70 or Reimbursable 62R-251-10-10-0001-01. The <u>24</u> is DFRC's Procuring Installation Number (PIN), a numeric code identifying the installation responsible for the procurement. If reimbursable, it will be 24R. <u>UPN</u> : Unique Project Number (UPN) and Non-programmatic Codes. Three-digit code assigned to each NASA project or non-programmatic activity, where applicable, which permits a direct relationship to the Budget Line Item (BLI) appearing in the Agency's justification material supporting the President's budget or an operating account of a designated Headquarters cognizant office code used in internal NASA administration. <u>SYS & SS</u> : System and Subsystem. These two fields under the UPN concept are the subsidiary coding developed by each program office to facilitate programmatic and technical management. |
| | Network and Operation Number | <i>Network Account Assignments Only</i> Identifies the network used for account assignment. The Operation Number identifies an activity. |
| | Earmarked Funds and Item Number | <i>Reimbursable Account Assignments Only</i> Identifies the Earmarked Funds along with the Item Number |
| | Recipient | The <u>person</u> for whom the material or the service is destined. This field will inform the warehouse where to deliver the product received. In most cases, the recipient will be the acceptor of the material or services delivered. |
| | Unloading Point | For DFRC, the unloading point will be the "Delivery Point" for delivery by the warehouse. In most cases, this will be the location of the "Recipient". |

ATTACHMENTS

Add attachments to the PR after it has been successfully saved (i.e., SOW, JOFOC, specifications, etc.)